



CEA

CAREER EXECUTIVE ASSIGNMENT



THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT:

DEVELOPMENTAL SERVICES

POSITION TITLE:

ADMINISTRATIVE SERVICES DIRECTOR
LANTERMAN DEVELOPMENTAL CENTER
(CEA, Level II)
Salary Range: \$7,302-8,051

FINAL FILING DATE:

November 4, 2004

POSITION DESCRIPTION

The Administrative Services Director reports to the Executive Director (ED) and is a member of the Executive Team. Under the direction of the Executive Director, is responsible to plan, organize and direct all Administrative/Support Services at Lanterman Developmental Center. Participates in the formulation of Center-wide policy.

EXAMINATION PROCESS

The examination will consist of an application/resume evaluation by a departmental evaluation committee. Interviews may be conducted if the evaluation committee or appointing power finds it necessary to make a final selection.

FILING INFORMATION

All interested applicants must submit:

- A standard original State application (STD. 678) with civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities, Special Personal Requirements, and Desirable Qualifications. The statement should be no more than two pages in length.
- A resume does not take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and Statement of Qualifications are to be postmarked by 5:00 p.m. on November 4, 2004 to:

Department of Developmental Services
Personnel Services Section
1600 Ninth Street, Room 340, MS 3-14
Sacramento, CA 95814
Attention: Crystal Dunlap

Questions concerning the examination should be directed to Ms. Dunlap at (916) 654-1866 or CALNET 464-1866; TTY Hearing Impaired (916) 654-2054 or Voice (916) 654-1946.

MINIMUM QUALIFICATIONS

Permanent California State civil service status,

Or

Service as a Legislative employee meeting the criteria in Government Code Section 18990,

Or

Service as an exempt employee in the Executive Branch meeting the criteria in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Knowledge of: the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques, including employee enablement and empowerment; the Department's civil rights and equal employment opportunity programs; and a manager's role in civil rights and equal employment opportunity programs.

Ability to: plan, organize, and direct the work of multidisciplinary and multicultural professional and administrative staff; analyze administrative policies, organization procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's equal employment opportunity program.

SPECIAL PERSONAL REQUIREMENTS

Ability to perform high-level administrative and policy-influencing functions effectively.

DESIRABLE QUALIFICATIONS

Sufficient knowledge of the organization, mission and statutory environment of the Department to allow the Career Executive Assignment appointee to function effectively in a policy-influencing assignment. In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the minimum qualifications described above:

Knowledge of the Department of Developmental Services, including its program, the needs of the citizens it serves and the developmental center and regional center systems.

Excellent interpersonal/communication skills, and management and leadership skills to ensure successful performance in an Executive role.

Experience in an administrative or executive capacity with responsibility for program administration and policy development.

Strong management skills, particularly in the area of policy and program direction, and the demonstrated ability to facilitate the establishment of priorities.

Direct experience in the operation of highly structured residential living environments.

Experience with persons with developmental disabilities and/or other populations with special needs being served within a developmental center.